

ILLEGIB

28 July 1969

MEMORANDUM FOR: Chief, Archives and Records Center

SUBJECT : Records with Indefinite Disposal Dates

STAT 1. At the Records Management Board meeting on Friday, 25 July 1969 we discussed the "Indefinite" records at the Center. The DDP representative [] stated that the need for a review was a fact of life for DDP inactive records and this would not change. He said this would continue and the DDP had no objections or embarrassment at the volume of their indefinite records being reported.

2. The DDI representative [] was concerned about his Domestic Contacts indefinite volume. The other Directorates felt they were making progress on reducing the volume.

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STAT 3. Today [] and I met and decided that if he would make the necessary annual sampling of his inactive records then the remainder would have a definite disposal date and the sampling would be a definite archives. He will make his sampling each summer. In September 1969 he [] and make a sampling of what is now on hand. We agreed that a sample for each year would suffice rather than from each deposit.

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CIA Records Administration Officer

STAT DDS/SSS/RAB, [] (28 July 1969)

cc: Board Chairman []
Board Secty []

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